

08/09

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

Employee Name WAGNER, JOHN
Expense Dates 06/09/09-06/09/09
Total Expense Amount 292.17
Amount Due Employee 27.00
Form ID TEA000466171

06/22/09 CT

EXPENSE EXCEPTION(S)

	Expense Rule	Exception	Response
1)	ER Department Policy #1	Receipt and travel itinerary required for this expense item.	

I have reviewed the following documents.

Approved
by:

Nancy Lee

Travel & Expense Account Summary

Employee Name	JOHN WAGNER		Request Total \$	292.17
Expense Dates	06/09/09-06/09/09		Direct Charge Total -	265.17
Report Name	6010 - June 9, 2009 - San Bernardino - J. Wagner		Travel Advances -	0.00
			Net Due Employee =	27.00

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	San Bernardino	292.17

NOTE: (d)=Direct Charge

DATE	Tue Jun 9									TOTAL
Commercial Air Fare (d)	265.17									265.17
Dinner	18.00									18.00
Parking, Auto	9.00									9.00
TOTALS \$	292.17									292.17

Travel & Expense Account Summary & Detail
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Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	San Bernardino	06/09/09	Commercial Air Fare	265.17	Direct Charge
Regular Travel	San Bernardino	06/09/09	Dinner	18.00	Cash
Regular Travel	San Bernardino	06/09/09	Parking, Auto	9.00	Cash

**Travel & Expense Account
Summary & Detail**

Comments

Subject

Comment

Commercial Air Fare on 06/09/09

Traveller requested an earlier flight. Problem with system, not able to change flight on swabiz, made new returning flight thru Travel Store.